

**2014-2015 MontCAS Test Security Agreement
System Test Coordinators--NCSC Alternate Assessment**

I acknowledge by my signature on this form that the National Center and State Collaborative Alternate Assessment based on Alternate Achievement Standards (NCSC AA-AAS) is a secure test and agree to each of the following conditions to ensure test security:

1. I will take all necessary precautions to safeguard all tests and test materials, whether printed material or computer-based, by limiting access to only persons within the local educational agency (SS) who are responsible for and have professional interest in the tests' security.
2. I have and shall have all other persons having access to the tests and test materials read and sign the MontCAS Pilot Test Security Agreement for the NCSC AA-AAS and will keep the agreements on file.
3. I will only allow access to the Test Administration Portal and secure testing materials for the NCSC AA-AAS, to persons who have completed the NCSC Online Test Administration Training Course with a minimum score of 80%.
4. Except during the administration of the tests, I will keep printed test materials in a securely locked room and, when possible, in a locked storage cabinet within that room.
5. I will securely destroy all print-on-demand papers, scratch paper, and other documents as prescribed in the Test Administration Manual.
6. I understand that I am directly responsible for immediately reporting any violation or suspected violation of test security or confidentiality.
 - a. I will immediately report incidents to the principal/authorized representative and OPI by phone or in person within 3 days of the incident and will complete the Test Irregularity Report (TIR) within five days of the incident.
 - b. I understand that if I have a concern about ramifications from local reporting of a test irregularity, I may complete and submit a paper form directly to the State Assessment Director. A pdf copy is available online for this purpose:

<http://opi.mt.gov/pdf/Assessment/GetReady/14SpringConfTestIrregRpt.pdf>

It can be faxed or mailed to:

Judy Snow, OPI State Assessment Director

P.O. Box 202501, Helena, MT 2501 or FAX: 406-444-0743

By signing below I affirm that I have completely read, understand, and shall abide by this pilot test security agreement.	
Signature	Date
Print Name	Position
School/School Site	School System